

<p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">3.12</p> <p>Date Filed</p> <p style="text-align: center;">June 3, 2005</p>	<p>Total Pages</p> <p style="text-align: center;">4</p> <p>Effective Date</p> <p style="text-align: center;">September 20, 2005</p>
<p>References</p> <p>101 KAR 2:034 KRS 196.035, 197.020</p>	<p>Subject</p> <p style="text-align: center;">INSTITUTIONAL STAFF HOUSING</p>	

I. AUTHORITY

This policy is issued in accordance with the provisions of KRS 196.035 and 197.020 which authorizes the Commissioner of the Department of Corrections (Corrections) to adopt, amend or rescind regulations necessary for the proper administration of Corrections.

II. PURPOSE

To set forth policy and procedures for the assignment of personnel to housing on institutional property.

III. APPLICABILITY

To all employees of state correctional institutions, especially those living in state housing.

IV. DEFINITIONS

None.

V. POLICY

- A. Corrections shall offer institutional housing to any staff position that is critical to the function and operation of the institution.
- B. The following staff positions, listed in rank order of priority, shall be eligible for institutional housing. If any housing remains available after these priority assignments, each house shall be filled as recommended by the Warden and approved by the Deputy Commissioner of Adult Institutions.

1. Warden
2. Deputy Wardens

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3. Chief Medical Supervisor or Physician, Chief Engineer or Maintenance Superintendent, or Security Supervisor
 4. Farm Manager
 5. Other staff as approved
- C. A warden or deputy warden who does not reside in institutional housing shall be required to reside within sixty (60) minutes response time of their employing institution. An exception may be granted by specific written authorization of the Deputy Commissioner of Adult Institutions.
- D. Housing shall be assigned to a specific institution. The Deputy Commissioner of Adult Institutions written approval shall be required before reassignment from one (1) institution to another occurs.

VI. PROCEDURES

A. Staff Criteria for Institutional Housing Assignment

1. Kentucky State Reformatory

The Kentucky State Reformatory shall provide five (5) staff houses for essential staff using the order of priority.

The institution has 60 beds to house other staff.

2. Kentucky State Penitentiary

The Kentucky State Penitentiary shall provide six (6) staff houses for essential staff using the order of priority.

3. Luther Luckett Correctional Complex

The Luther Luckett Correctional Complex shall provide four (4) staff houses for essential staff using the order of priority.

4. Kentucky Correctional Institution for Women

The Kentucky Correctional Institution for Women shall provide one (1) staff house for essential staff using the order of priority.

The institution has eight (8) beds to house other staff.

5. Northpoint Training Center

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Northpoint Training Center shall provide one (1) staff house, one (1) staff apartment and three (3) staff trailers for essential staff using the order of priority.

6. Roederer Correctional Complex

The Roederer Correctional Complex shall provide three (3) staff houses for essential staff using the order of priority.

7. Western Kentucky Correctional Complex

The Western Kentucky Correctional Complex shall provide three (3) staff houses for essential staff using the order of priority.

8. Eastern Kentucky Correctional Complex

The Eastern Kentucky Correctional Complex shall provide four (4) staff houses for essential staff using the order of priority.

The institution has twenty-three (23) beds to house other staff.

9. Green River Correctional Complex

The Green River Correctional Complex shall provide three (3) staff houses for essential staff using the order of priority.

10. Little Sandy Correctional Complex

The Little Sandy Correctional Complex shall provide five (5) staff houses for essential staff using the order of priority.

11. Blackburn Correctional Complex

The Blackburn Correctional Complex shall provide one (1) staff house for essential staff using the order of priority.

12. Bell County Forestry Camp

The Bell County Forestry Camp shall provide two (2) staff houses for essential staff using the order of priority.

B. Maintenance Fees for Institutional Housing

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1. Staff who resides in institutional housing shall have the maintenance charge deducted as required by 101 KAR 2:034(8).
2. An employee residing in a mobile home on institutional property shall be charged a maintenance fee as required by 101 KAR 2:034(8).

C. Entry and Exit Procedures

1. An employee who does not maintain the housing in an acceptable and sanitary condition shall be asked to vacate the premises.
2. Any employee who resides in institutional housing who is required to leave because of priority schedule shall be granted sixty (60) days to vacate the premises.
3. Present housing occupants not in conformance with policy shall be required to leave within sixty (60) days from receiving written request to vacate.